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These libraries have been laboratories in which we have been working out an experiment in library efficiency and speed of organization that has tested our flexibility and adaptability.

The experiment has been successful. Dare we disregard its conclusion?

We have found that libraries can serve these communities well without the elaborate bibliographical paraphernalia with which catalogers have surrounded our books. The analogy between a camp library and a big public library is not perfect. The collections are smaller and narrower in their scope. The reference work is simpler and confined to a few clearly defined subjects. Many arguments can be brought forward in defence of fine scholarly cataloging. In our own catalog

department we still continue to follow all our former rules and are cataloging as carefully as ever.

Have we failed to learn the lesson of the camp library? I am holding no brief for any radical changes. I am putting it up to catalogers everywhere. In face of the increased demands for service, dare we catalogers waste time looking up obscure middle names of obscure authors or laboriously typing "Ed.6,rev. N.Y.Putnam, 1917c1898. 2v.illus.por.facsim.map,sq.F" on hundreds of cards?

We have learned many lessons this winter in a camp library. But we must not let them blind us to the humbler lessons that will help us to get books to the people at less expense of the world's valuable labor.

#### CATALOGING ECONOMIES: HOW ROCHESTER ECONOMIZES

By GRACE B. MCCARTNEY, *Head of Catalog and Order Departments, Public Library, Rochester, N. Y.*

To make clear the reasons for some of the processes which we have found economical and about which I am to tell you, I wish first of all to describe briefly the Rochester Public Library system and its catalogs:

We have as yet no central library: our system consists of five general branch libraries varying in size from 8,000 to 15,000 volumes, a business and municipal reference branch of 2,000 volumes, and 67 stations, including six sub-branches, which draw their book supply from a stations collection of nearly 17,000 volumes. Each branch library has its own catalog and shelf list, while in the catalog department, housed with other administrative offices on the upper floors of the largest branch, there are an official catalog and shelf list which show which branches have each title and the number of copies in each. L. C. cards are used for these catalogs whenever possible, subjects, corrections, and other necessary information being typed in. All catalog cards are typed if we cannot obtain printed ones, and shelf-list cards are always typed. The stations collection is not cataloged so fully as the branch collections,

but is recorded in a stations list on cards filed in the catalog department. This list shows for each title the classification, author's name in full, title of work, date of publication, publisher, list price, and copy numbers which are used instead of accession numbers. These are all typed cards.

The staff of the catalog and order department consists of a head, assistant cataloger and three typist catalogers. With this force all books for the entire system are ordered and cataloged. Branch librarians and assistants have merely to file cards and shelve books when these are sent out from the department. Our orders since January 1 have amounted to \$7,600 and in the same time 7,206 volumes have been cataloged using 13,647 cards, 8,361 L. C., and 5,286 typed. The repairing of books is also supervised by this department, involving the sorting of the books to be sent to the bindery for rebinding and resewing from those to be recased by the book mender employed in the library. The number of books so sorted during the past six months was over 7,050. Besides these things our catalog department, in common I am sure with other such departments, is frequently called on to lend its members to

branches or other lines of the library work. Any short cuts to the accomplishment of our own work are therefore eagerly sought, and joyfully welcomed when found.

The first of our cataloging economies begins when the books are ordered. Orders are sent to the dealers in the form of typed lists on which the items wanted are arranged alphabetically by authors, with fairly full imprint information given. Carbon copies of the list are made and one (checked with number of L. C. cards for our needs) is sent to the Library of Congress as an order for printed cards. The cost of ordering L. C. cards by list is slightly more than by slips or L. C. numbers, but we are certain that this increased cost is more than covered by the saving in time which would be spent in writing slips, searching for numbers, etc.

A second time saver is the form of the typewriter platens which are used. These are twenty inches in length, each with three metal attachments held close to the platen by strong springs. These metal pieces firmly hold the tops of the catalog cards, the operator types the subject or other information across the three cards, turns to the next line with one motion and continues her "three in one" work.

Perhaps the point that saves most time is our disuse of Cutter numbers. Instead of having these, we make certain that the author's name appears clearly on the cover of each volume. If the publisher has not provided this, we have the name added, but these cases are comparatively few. We find that the branch assistants have no difficulty in shelving by name rather than by the Cutter number, and borrowers are much less confused than when both Dewey and Cutter numbers appear on books and cards. We save greatly by not having to spend time in locating the Cutter number to be used, and by not taking time to type this number on cards, book pocket, and book slip, as well as saving the time and expense involved in marking that number on each volume. No classification number is assigned to fiction, therefore no

marking is needed on these books except the upper case J which is stamped on juvenile fiction.

I say stamped, because class numbers, author's names, etc., are gilded on our books instead of being on a label or written with ink. The first cost of gilding is, of course, a little more than the other methods, but is in reality very little and gilding has the advantages of indefinite durability and legibility, to say nothing of being better looking. We pay \$.02 per line, and \$.00 2-3 for a single stamping (as J, P, etc.). This includes cost of materials as well as of labor.

Another saving of time is concerned with the cards placed in the union catalog when any card has been temporarily withdrawn. When we add to any branch collection a work which is new for that branch, but a copy of which is already somewhere else in the library system, we take from the official catalog the main entry card for that work, on which are traced subjects, added entries, etc., and make from it the cards for the branch now receiving the copy. As our branch collections are to a certain extent duplicates of each other we have frequent occasions for such withdrawals, especially when new branches are opened. It has therefore been found economical, at the first withdrawal, to type on a temporary card the class number, author and title of the book represented, instead of writing the information. When the official card is returned to its place, this temporary card is filed alphabetically with other such cards ready for the next using, thus saving cards and time of writing, to say nothing of eliminating the danger of illegibility.

These methods we feel to be truly savers of time. I hope the cataloger who may be inspired to try any or all of them will not be disappointed in them. We are still on the lookout for additions to our short-cuts, or replacements of them, if substitutes will be brought to our attention.